

## Digital Evidence Pre-Hearing Task List

The following actions should be completed prior to any scheduled hearing that will have exhibits available in the digital evidence portal.

1. **View Case List** > Use **Case Filter** > Select the **Update Case button**

**Case List**

Would you like to [Create a case](#) ?

**Case Filter:**

Hearing Date From: ☒ ☐ 8/6/2021

Hearing Date To: ☒ ☐ 8/6/2021

Text:

Show:

☐ All Words  
☐ Show training cases  
☐ Show closed cases  
☐ Order by Listing Number

[Today](#) [This Week](#) [This Year](#)  
[Next Week](#) [This Month](#) [Next Year](#)

[Clear Filter](#) [Apply Filter](#)

- a. Select the **Today button** to automatically select and populate the Hearing Date From/To Fields  
 > Select the **Apply Filter button**
  - i. **To manually enter a date range** – Select the **Boxes to the Left of the Calendar Icons** to Apply Check Marks > Select the Calendar Icons > Select the **Dates** > Select the **Apply Filter button**
  - ii. **To search by case name or case number** – Enter **Case Name** or **Case Number** in the Text field > Select the **Apply Filter button**
- b. *The Search Results will appear below the Case Filter and sort in Ascending Order by Case Number (by the Name column)* > Select the **Update Case button** > Case Home Page will display

Name	Reference	Listing Number	Next Hearing Date	
*S0300CR202100033	State of Arizona vs. Val		06 August 2021 10:00 AM	<a href="#">Review Evidence</a> <a href="#">Update Case</a>
*S0300CR202100088	State of Arizona vs Summer		06 August 2021 04:00 PM	<a href="#">Review Evidence</a> <a href="#">Update Case</a>

- i. Verify that the **Front-Page information** is accurate

Front Page

**EXHIBIT LIST**

Case No. CR201800018

**STATE OF ARIZONA**  
vs.  
**Connie Criminal**  
Defendant

**Attorney for State:** Jane Attorney  
**Attorney for Defendant:** John Attorney  
**Hearing/Trial Date:** 08/28/21  
**Type of Hearing:** Evidentiary

Exhibits that are not Admitted or Offered will be removed from the portal.

- ii. If any information needs to be updated, select **Change Case Details**, which will allow for updates to be made to the Front Page

Home Invite Lists View Case List View Hearings

Case Home Review Index Sections People

**CR201800018**

**Change Case Details**

2. Select **Sections tab** > Confirm **Correct Bundle** Selected > Select **Update All Documents**

**Note:** click the **Select Bundle** button to navigate to a different bundle

- a. Select the **Update All Documents** button
- b. For Each Exhibit, **Verify Compliance with Local Policy** or **Modify the Information**
- Note:** any changes will be automatically saved

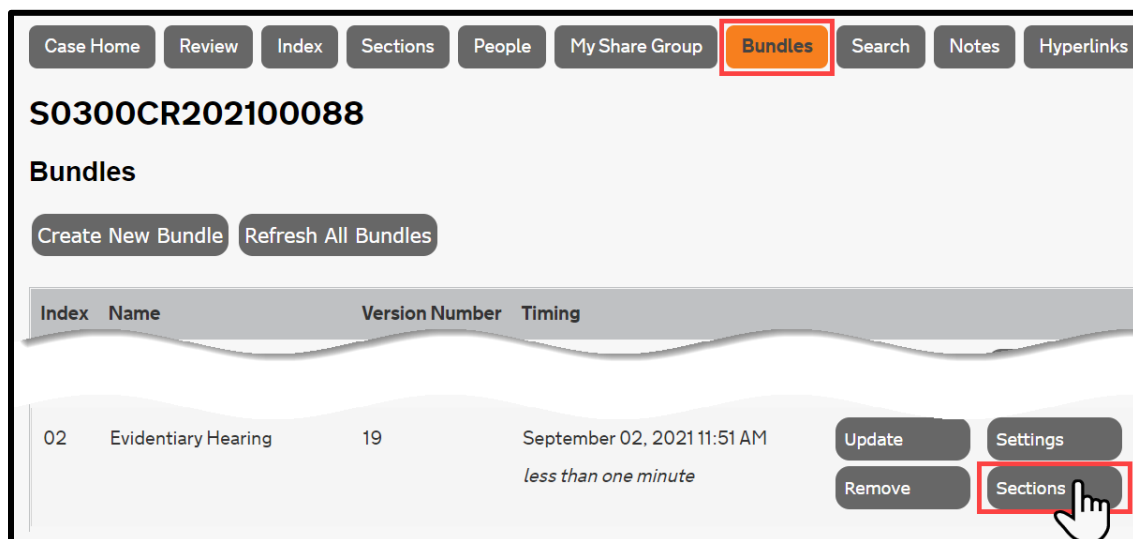
- Document Number (exhibit number):** **confirm** that the formatting of each exhibit number is correct (e.g., 000#, 00##) and that all numbers are consecutively listed (e.g., no gaps between numbers), or **update** exhibit numbers as needed
- Document Title (exhibit title):** **confirm** that each exhibit title complies with local policy, or **update** exhibit titles in accordance with local policy
- Document Date:** Indicates the date the exhibit was uploaded – **do NOT modify**

## iv. Check Boxes

- A. **Included:** **confirm** that the check mark is present, **or add** a check mark by clicking the box
1. This box is automatically check marked as exhibits are uploaded, and it indicates that **exhibits will be visible** during Review Evidence mode
  2. **If this box is unchecked, then the exhibit will NOT be visible** during Review Evidence mode
- B. **Inserted:** This box will **relate exhibits** – when the box is check marked, the pagination from the previous exhibit will continue as a sub-pagination on the following exhibit (i.e., if Exhibit 0001 ends with page C5 and 0002 begins with page C6, when a new exhibit is inserted as Exhibit 0001A the page numbering for the inserted exhibit will begin as C5a.)
- C. **Tabbed:** This box will **add a blank page before the exhibit**, which will only appear when the bundle is downloaded – this is intended to provide space for adding physical tabs when a user wants to create a paper copy of their exhibits – use of this option does not affect the pagination of the bundle
- D. **Restricted:** **confirm** that exhibits marked as restricted are being appropriately identified as restricted, **or remove** the restriction
1. This box restricts ability to view exhibits and a **black lock icon** will be displayed on the left of the Document Number field

c. **Repeat this step** until **ALL Sections within the Bundle have been Reviewed/Modified**

3. Select **Bundles tab** > Select the **Sections button** Associated to the specific Bundle




- a. For each section associated to the Bundle, select the box to **remove the check mark in the column Allow Document Upload & Delete**, which will prevent the removal of uploaded exhibits and the uploading of additional exhibits

**Note:** Changes will be automatically saved

**S0300CR202100088**  
**02: Evidentiary Hearing**

**Bundles** **Refresh**

**Bundle Sections**

Section Number/Letter	Section Title	Section Order	Bundle Specific Order	Allow Document Upload & Delete	Include Documents by Default	Exclude Documents by Default
H	State Exhibits-Evidentiary Hearing					
C	State Exhibits-Evidentiary Hearing		A		<input checked="" type="checkbox"/>	<input type="checkbox"/>
D	Defense Exhibits-Evidentiary Hearing		B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Digital Evidence Pre-Hearing Checklist

*Prior to the start of a hearing, complete this checklist*

- ☐ 1. View Case List > Filter Cases > **Select 'Update Case'**
- ☐ 2. Confirm Front Page information
- ☐ 3. Access **Sections tab** > **Review/Modify 'Update All Documents' Information**
  - ☐ a. **Exhibit Numbers** are correctly formatted and consecutively numbered
  - ☐ b. **Exhibit Titles** are appropriate and comply with local policy
  - ☐ c. **'Included'** is check marked
  - ☐ d. **'Restricted'** check marks are appropriate
- ☐ 4. Access Bundles tab > **Select the Sections button Associated to the specific Bundle**
  - ☐ a. **Remove all check marks under 'Allow Document Upload & Delete'**